

NOTICE OF REVISION TO MISSOURI FINANCIAL ACCOUNTING MANUAL

The following pages of the **Missouri Financial Accounting Manual, July 1, 1997**, have been revised. In order that a current manual is available to users, all revisions should be inserted into the manual as soon as possible. All revised text will be marked in the right-hand margin with a vertical bar.

The revision date will also be printed in the lower right-hand corner of each page which contains revised text.

Change 2 - September 15, 1998

Change number

PLEASE remove the pages as listed below and insert the revised pages:

REMOVE

INSERT

Pages 4-5

Pages 4-5, Change 2

Pages 100-102

Pages 100-102, Change 2

Pages 113-118

Pages 113-118, Change 2

Pages 121-122

Pages 121-122, Change 2

Pages 157-158

Pages 157-158, Change 2

Paged 164-165

Pages 164-165, Change 2

Page 181

Page 181, Change 2

Pages 240-244

Pages 240-244, Change 2

Pages 305-306

Pages 305-306, Change 2

Pages 322-324

Pages 322-324, Change 2

NOTE

Please insure that all offices or sections using the **Missouri Financial Accounting Manual, July 1, 1997**, receive all revised pages in order that all manuals can be maintained in an up-to-date, current status.

Insert this change notice in the front of PROCEDURE NO: REV-001, Page 4 to maintain a record of changes made to the manual.

PROCEDURE NO: REV-001

SECTION: REVISIONS

SUBJECT: REVISIONS TO ACCOUNTING MANUAL

PROCEDURE NO: REV-002

II. Revisions to Accounting Manual

This procedure describes the method for revising the **Missouri Financial Accounting Manual** and for posting changes to individual copies. Changes will be processed as follows:

A. Originating Unit

The originating agency employee will prepare a draft of the proposed change and submit it to the employee's immediate supervisor or superintendent for approval. The supervisor or superintendent will forward the draft of the proposed change with the supervisor's or superintendent's comments to the Department of Elementary and Secondary Education, School Finance Section.

B. School Finance Section

The School Finance Section will review the proposed change for the following:

1. Compliance with existing statutes, regulations, or policies; and
2. Compatibility with existing systems, methods, or procedures.

The School Finance Section will effect necessary coordination and review of the proposed change with all appropriate staff sections within the department. If the change is not recommended, it will be returned to the originating unit with notification of the specific reason. However, if the change is recommended, the School Finance Section will prepare a draft, incorporating any necessary revisions, for submission to the Assistant Commissioner for School Services.

C. Assistant Commissioner

The Assistant Commissioner for School Services will review the proposed change and submit it with comments to the Deputy Commissioner.

D. Deputy Commissioner of Education

The Deputy Commissioner of Education will review the recommendations on the proposed change. If the proposed change is approved, the Deputy Commissioner will submit the proposed change to the Commissioner of Education for approval.

E. Commissioner of Education

Changes may be approved by the Commissioner of Education. If the proposed change is disapproved, the proposed change will be returned to the School Finance Section for appropriate action.

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING

SUBJECT: REVENUE OBJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-405

V. Revenue Object Identification

The following alphabetical title listing of revenues may be used as a quick reference for locating individual revenue object codes. This listing is followed by revenue object code descriptions and placement by fund.

A+ Schools Grant	5362	Exceptional Pupil Aid	5313
Accrued Interest on Bonds Sold	5142	Extraordinary Cost-Special Education	5381
Admissions (Student Activities)	5171	Extended Day Child Care	5368
Adult Basic Education (ABE)-Federal	5436		
Adult Basic Education (ABE)-State	5337	Facilities Infrastructure Improvement Grant	5489
Adult Basic Education Literacy Grant	5338	Fair Share (Cigarette Tax)	5334
Adult/Continuing Education Tuition	5123	Federal Disaster Assistance	5413
AIDS Education Grant	5475	Federal Emergency Management (FEMA)	5477
Area Vocational Fees from other LEAs	5821	Federal Flood Control	5231
		Federal Flood Counseling	5417
Basic Formula	5311	Federal Forest	5231
Bonds, Sale of	5611	Federal Housing	5416
Bookstore Sales	5172	Federal Mineral	5231
Bill Back for Excess Cost/Res Placement	5369	Federal Properties	5231
		Financial Institution Tax (Intangible Tax)	5114
Career Ladder	5317	Fines, Forfeitures, Escheats, Overplus	5211
Child Care Development Fund Grant	5472	Food Service (Federal)	5445
Cigarette Tax (Fair Share)	5334	Food Service (Non-Program)	5165
City Sales Tax	5117	Food Service (State)	5333
Community Services	5181	Foreclosure Sale, Sheriff's	5211
Comprehensive School Reform Grant	5497	Foreign Insurance Aid (Free Textbook)	5331
Confined Animal Feeding Operations	5234	Foreign Language Assistance Program	5464
Contracted Ed Services from other LEAs	5831	Foreign Language Support Service Grant	5378
County Stock Insurance Fund	5234	Forfeitures	5211
		Free and Reduced Lunch/At-Risk	5318
Delinquent Taxes	5112	Futures Prog, Job Develop, ABE (Fed)	5468
Dependent Care Grant	5467	Futures Prog, Job Develop, ABE (State)	5354
Desegregation Aid (Federal)	5485	Futures Prog, Job Develop, EC/PAT (Fed)	5469
Desegregation Aid (State)	5335	Futures Prog, Job Develop, EC/PAT (State)	5355
DNR Energy Grant	5377	Futures Prog, Job Develop, Job Tng (Fed)	5471
DNR Energy Loan	5366	Futures Prog, Job Develop, Job Tng (State)	5356
Domestic Insurance Company Tax	5234		
Donated Commodities	5511	Gifted	5316
Drug Free, Title IV, ESEA	5461	Gifts	5192
		Goals 2000, Teacher Preservice/Prof Dev	5458
Early Childhood Spec Ed (Federal)	5442	Goals 2000, Title III (Through DESE)	5457
Early Childhood Spec Ed (State)	5314	Goals 2000, Title IV, LIFT Grant	5456
Earnings on Investments	5141	Goals 2000, Title VII (Direct Federal)	5488
Education for Homeless Children/Youth	5463	Grant for Dual Credit	5397
Educational & Screening/PAT	5324	Grants for School Technology	5364
Educare Grant	5374		
Eisenhower, Title I, ESEA	5465	Handicapped Census	5351
Emergency Immigrant Education	5462	Headstart	5483
English as a Second Language	5479	Health Services Grant, School Age Child	5367
English as a Second Lang Spt Ser Grant	5379	Homeless Children/Youth	5463
Escheats	5211		
Even Start Family Literacy	5476	Impact Aid	5411
Excellence in Education Act	5336	Impact Aid, Restricted Purpose	5486

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Incentive Grant (Excellence Act)	5336	Reserve Officer Training Corps (ROTC)	5418
Incentives to Reduce Pupil/Teacher Ratio	5363	Residential Placement/Excess Cost	5369
Individuals w/ Disabilities Act (IDEA)	5441		
In Lieu of Tax	5116	Safe and Drug Free, Title IV, ESEA	5461
Innovative Ed Programs, Title VI, ESEA	5455	Safe Schools Initiative Grant	5358
Intangible Tax (Financial Institution Tax)	5114	Sale of Bonds	5611
		Sale of Food to Pupils	5151
Job Development/Customized Training	5353	Sale of Food to Adults	5161
JTPA (Funds flowing <u>Through DESE</u>)	5435	Sale of Other Property	5651
JTPA (Funds from <u>Other than DESE</u>)	5482	Sale of School Buses	5641
		Sales Tax (Proposition C)	5113
Kansas City Boulevard Tax	5118	School Breakfast Program	5446
		School Children's Health Svc Grant	5367
Learn and Serve America	5473	School District Trust Fund (Proposition C)	5113
LIFT Grant, Goals 2000, Title IV	5456	School Lunch Program	5445
Literacy Grant, Adult Basic Education	5338	School Technology Grant	5364
Locally Assessed Railroad and Utility Tax	5111	School to Work Grant	5474
Local Revenue, Miscellaneous	5198	Select Teachers as Reg Resource (STARR)	5376
		Sheriff's Sales	5211
Medicaid	5412	Sliver Grant-Special Education	5441
Migrant, Title I, ESEA	5452	Special Milk Program	5447
Milk Program, Special	5447	State Assessed Utility Tax	5221
Mineral, Federal	5231	State Emer Management (SEMA) Funds	5372
Miscellaneous Local Revenue	5198	Student Organization Member Dues/Fees	5173
M & M Surcharge	5115	Success Leads to Success Grant	5365
MO Dept of Cons. Landscape Grant	5373	Success Link	5397
MO Dept of Nat. Res. Energy Grant 5377		Surcharge (M & M)	5115
MO Dept of Nat. Res. Energy Loan	5366	Summer Child Care	5357
MO School Age Children's Health Svc	5367	Summer Food Service Program	5481
National/Community Trust Act	5473	Technology Grant, School Technology	5364
Net Insurance Recovery	5631	Technology Literacy Challenge Grant	5466
Net Receipts From Clearing Accounts	5196	Taxes, Current Year	5111
New Schools Pilot Project Grant	5361	Taxes, Delinquent	5112
		Temporary Direct Deposit	5691
Other County	5234	Textbook (Foreign Insurance Aid)	5331
Other Non-Current Revenue	5692	Title I - ESEA	5451
Overplus	5211	Title I - ESEA, Migrant	5452
		Title II - ESEA, Eisenhower Prof Develop	5465
Pell Grants	5484	Title IV - ESEA, Safe & Drug Free	5461
Premium on Bonds Sold	5612	Title VI - ESEA, Innovative Ed Programs	5455
Prior Period Adjustment	5195	Transportation Fees From Patrons	5131
Private Car Tax	5221	Transportation Received from Other LEAs	5841
Proposition C (Sales Tax)	5113	Transportation (State Aid)	5312
Pupil Activity Income	5179	Tuition, Adult Education (Post-Secondary)	5123
		Tuition, Regular Day, (K-12)	5121
Readers for the Blind	5371	Tuition, Summer School	5122
Regular Day Tuition (K-12)	5121	Tuition from Other LEAs	5811
Remedial Reading	5315		
Rentals	5191	Unclaimed Tax Surplus	5211

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Video Tax (State)	5352
Vocational/At-Risk	5322
Voc Education, Basic Grant	5427
Voc Education, Consumer Homemaking	5429
Voc Education, Sex Equity	5425
Voc Education, Single Parent Homemaker	5424
Voc Education, Special Projects	5421
Voc Education Tech Prep Program	5431
Vocational Rehabilitation	5478
Vocational/Technical Aid (State)	5332
Voc-Tech Enhancement Grant	5359

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<u>CLASS</u>	<u>CODE</u> <u>DETAIL</u>	<u>DESCRIPTION</u>	<u>PLACEMENT</u>
	5377	<u>MO Department of Natural Resources (DNR) Energy Grant</u> Amounts received as a competitive grant from the MO Dept. of Natural Resources through the Institutional Conservation Program (ICP) for energy conservation improvements to school facilities. Includes rubber (tire) chips for playground equipment.	Placed in the Capital Projects Fund except that portion that applies to administrative costs shall be placed in the General Fund.
	5378	<u>Foreign Language Support Service Grant</u> Amounts received through the state for demonstration grants in critical foreign languages.	Placed in the General or Special Revenue Fund at the discretion of the local board.
	5379	<u>English as a Second Language Support Service Grant</u> Amounts received through the state for programs that address English as a Second Language. (See also English as a Second Language (ESL)/Bilingual, 5479.)	Placed in the General or Special Revenue Fund at the discretion of the local board.
	5381	<u>Extraordinary Costs - Special Education</u> Amounts received from state funds in the current year as a reimbursement for expenditures during the prior year made on behalf of a student with a disability when the current expenditure per EP exceeds five times the district's average. Reimbursement is made only for expenses which exceed this multiple of five.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital outlay purposes shall be placed in the Capital Projects Fund.
	5382	Future Program	
	5383	Future Program	
	5384	Future Program	
	5385	Future Program	
	5386	Future Program	
	5387	Future Program	
	5388	Future Program	
	5389	Future Program	
	5391	Future Program	
	5392	Future Program	
	5393	Future Program	
	5394	Future Program	
	5395	Future Program	
	5396	Future Program	

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	5397	<u>Other State Revenue</u> Amounts received from state agencies not listed above. (Includes Grant for Dual Credit and Success Link)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT the revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
5400		<u>Revenue from Federal Sources</u>	
	5410-19	<u>Grants-In-Aid-Unrestricted, Direct</u> Amounts received directly from the federal government.	
	5411	<u>Impact Aid</u> Amounts received from federal funds by LEAs having increased enrollments due to federal activities. <u>Impact Aid, Restricted Purpose</u> should be coded to Revenue 5486.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5412	<u>Medicaid</u> Amounts received as a reimbursement for expenditures.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5413	<u>Federal Disaster Assistance</u> Amounts received from the federal government as a replacement of local tax revenue lost due to flooding or other disaster. Replacement is based on 90% of lost assessed valuation the first year, 75% of 90% the second year, 50% the third year, and 25% the fourth year.	Placed in each fund in the same proportion as the fund levy is to the total adjusted levy.
	5414	Future Program	
	5415	Future Program	
	5416	<u>Federal Housing</u> Amounts received from the federal government as a reimbursement for housing related expenditures.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5417	<u>Federal Flood Counseling</u> Amounts received from the federal government as a reimbursement for flood/counseling related expenditures.	Placed in the General or Special Revenue Fund at the discretion of the local board.
	5418	<u>Reserve Officer Training Corps (ROTC)</u> Amounts received from the federal government as a reimbursement for the various military services reserve officer training programs.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5420-59	<u>Grants-In-Aid-Restricted, Federal through State</u> Amounts received from the federal government through the state.	
	5421	<u>Special Vocational Projects/Other</u> Vocational Leadership revenue for special projects or other programs not listed in revenue codes 5424-31.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

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	5422	Future Program	
	5423	Future Program	
	5424	<u>Vocational Education Act-Title II, Part B, Single Parent Homemakers</u> Grants to provide single parents and displaced homemakers with marketable skills. (Vocational Program Code 42-04, 42-07, or 42-10)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5425	<u>Vocational Education Act-Title II, Part B, Sex Equity</u> Grants to promote the elimination of sex bias in vocational programs and to promote enrollment in programs nontraditional to gender. (Vocational Program Code 43-04, 43-07, or 43-10)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5426	Future Program	
	5427	<u>Vocational Education Act-Title II, Part C, Basic Grant</u> Allocation of funds to improve vocational education programs with the full participation of individuals who are members of special populations. (Vocational Program Code 13-24)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5428	Future Program	
	5429	<u>Vocational Education Act-Title III, Part B, Consumer Homemaking</u> Grants to assist in conducting consumer homemaking education programs and prepare students in the occupation of homemaking. (Vocational Program Code 06-04)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5431	<u>Vocational Education Act-Title III, Part E, Tech Prep Program</u> Grants to LEAs for the development of four-year programs to provide a strong link between secondary and postsecondary educational institutions. (Vocational Program Code 46-07)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5432	Future Program	
	5433	Future Program	
	5434	Future Program	
	5435	<u>Job Training Partnership Act (JTPA)</u> Includes only federal JTPA revenue flowing through DESE. (JTPA direct from other sources should be coded 5482.)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

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<u>CLASS</u>	<u>DETAIL</u>	<u>DESCRIPTION</u>	<u>PLACEMENT</u>
	5436	<u>Adult Basic Education (ABE) - Federal</u> Amounts received from the federal government flowing through the state for adult education programs. (See also Adult Basic Education - State, 5337.)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5437	Future Program	
	5438	Future Program	
	5439	Future Program	
	5441	<u>Individuals with Disabilities Act (IDEA)</u> Amounts received through PL 102-142, previously known as PL 94-142, "Education of the Handicapped, Act B." (Includes Sliver Grant, Program Code SL-01.)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5442	<u>Early Childhood Special Education - Federal</u> Amounts received from the federal government for early childhood special education programs. Includes IDEA, Part H/PL 102-119 & Section 619 grants.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5443	Future Program	
	5444	Future Program	
	5445	<u>School Lunch Program</u> Amounts received directly through DESE Food Service for the National Food Lunch Program. (Revenue received directly from the MO Dept. of Health is coded 5481.)	General Fund
	5446	<u>School Breakfast Program</u> Amounts received directly through DESE for the School Breakfast Program. Includes receipts from one-time grant for breakfast program start-up.	General Fund
	5447	<u>Special Milk Program</u> Amounts received directly through DESE for the Special Milk Program.	General Fund
	5448	Future Program	
	5449	Future Program	
	5451	<u>Title I - Elementary and Secondary Education Amendments of 1965 (ESEA)</u> Amounts received through Regular Title I, appropriated from the US Congress. (Formerly Chapter 1)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5452	<u>Title I - ESEA, Migrant</u> Amounts received through the state for supplementary services to migratory children.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5453	Future Program	

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<u>CLASS</u>	<u>DETAIL</u>	<u>DESCRIPTION</u>	<u>PLACEMENT</u>
	5454	Future Program	
	5455	<u>Title VI - ESEA, Innovative Education Programs</u> Amounts received through the state to support educational reform. (Formerly Chapter 2, Formula Grant)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5456	<u>Goals 2000, Title IV, LIFT Grant</u> Amounts received from Literacy Investment for Tomorrow (LIFT) and Parents as Teachers National center passing through the state for the Parents as Teachers program to serve high needs families with 3-4 year old children.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5457	<u>Goals 2000, Educate America Act, Title III, Systemic Improvement Grant</u> Amounts received from the federal government through DESE for districts to implement locally developed improvement plans directed towards meeting the state content and performance standards.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5458	<u>Goals 2000, Teacher Preservice and Professional Development Grant</u> Amounts received through the state in the form of competitive grants (no local match) for teacher preservice and professional development programs.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5459	Future Program	
	5460-79	<u>Other Federal Restricted, Through the State</u>	
	5461	<u>Title IV - ESEA, Safe and Drug Free Schools and Communities</u> Amounts received through the state for drug education and violence prevention programs.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5462	<u>Emergency Immigrant Education</u> Amounts received through the state for immigrant students.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5463	<u>Education for Homeless Children and Youth</u> Amounts received through the state for supplementary services to improve the effectiveness of education of homeless children and youth. Funded through the Stewart B. McKinney Homeless Children and Youth Act.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5464	<u>Foreign Language Assistance Program</u> Amounts received through the state for demonstration grants in critical foreign languages.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

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<u>CLASS</u>	<u>DETAIL</u>	<u>DESCRIPTION</u>	<u>PLACEMENT</u>
5465		<u>Title II - ESEA, Eisenhower Professional Development</u> Amounts received through the state for professional development in core subject areas.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
5466		<u>Technology Literacy Challenge Fund (TCLF) Grant</u> Amounts received from the federal government through the state for technology literacy programs. TLCF provides competitive, matching-fund grants for two types of programs: (1) Infrastructure grants to provide classroom computers and Internet access to districts with high levels of poverty and low levels of technology, and (2) Teaching and Learning grants to address staff technology training and curriculum integration projects.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
5467		<u>Dependent Care Grant</u> Federal dollars received in the form of School-Age Child Care (SAC) Grants to be used for the purchase of materials, supplies, equipment, training, salaries for activities, development of curriculum or other needed services (other than salaries for program operation), licensing and voluntary accreditation. These local grants are used by districts to implement or improve on existing quality SAC Programs in public schools only. (Formerly School-Age Child Care/Latch-key Program)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
5468		<u>Futures Program, Job Development, Adult Basic Education (ABE)</u> Federal dollars received from the US Dept. of Health and Human Services through the MO Dept. of Social Services, Div. of Family Services passed through MO Dept. of Elem. and Sec. Ed. for adult basic education.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
5469		<u>Futures Program, Job Development, Early Childhood Parents As Teachers (PAT)</u> Federal dollars received from the US Dept. of Health and Human Services through MO Dept. of Social Services, Div. of Family Services, passed through MO Dept. of Elem. and Sec. Ed. for Early Childhood/ Parents As Teachers programs.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund
5471		<u>Futures Program, Job Development, Job Training</u> Federal dollars received from the US Dept. of Health and Human Services through MO Dept. of Social Services, Div. of Family Services, passed through MO Dept. of Elem. and Sec. Ed. to school districts for job training programs.	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital project purposes shall be placed in the Capital Projects fund.
5472		<u>Child Care Development Fund Grant</u> Federal dollars received through MO Dept. of Health disbursed by DESE. Revenue may be received from <u>both</u> Early Childhood <u>and</u> Community Education School-Age Child Care Sections in the form	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.

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	5493	Future Program	
	5497	<u>Other Federal Revenue</u> Amounts received from federal sources not listed above. (Example - Refund of crude oil overcharge. Includes Comprehensive School Reform Grant.)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital projects purposes shall be placed in the Capital Projects Fund.
	5498	Future Program	
5500		<u>Noncash - Revenue from Federal Sources</u>	
	5510	<u>Donated Commodities</u>	
	5511	<u>Donated Commodities</u> The value of donated commodities (food products) as received from the US Department of Agriculture, distributed through the Dept. of Elem. and Sec. Ed., School Food Service.	
5600		<u>Non-Current Revenue</u>	
	5610	<u>Sale of Bonds</u>	
	5611	<u>Sale of Bonds</u> Amounts received as principal from the sale of bonds.	Capital Projects Fund
	5612	<u>Premium on Bonds Sold</u> Amounts received as premium from the sale of bonds above par.	Capital Projects Fund
	5630	<u>Insurance</u>	
	5631	<u>Net Insurance Recovery</u> Compensation or insurance recoveries for loss of school property <u>above</u> the cost of actual replacement or property not being replaced. (See Casualty/Loss Clearing Account, General Ledger Account 3320.)	Capital Projects Fund
	5640	<u>Sale of School Buses</u>	
	5641	<u>Sale of School Buses</u> Amounts received from the sale of school buses.	Capital Projects Fund
	5650	<u>Sale of Other Property</u>	
	5651	<u>Sale of Other Property</u> Amounts received from the sale of equipment such as cafeteria or instructional equipment. Also includes amounts received from the sale of a building or land or a combination of both. The sale of a building representing a vocational project for resale is credited in the General Fund to Inventory for Resale, General Ledger Account 1315.	Capital Projects Fund

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<u>CODE</u>	<u>DETAIL</u>	<u>DESCRIPTION</u>	<u>PLACEMENT</u>
5690		<u>Other Non-Current Revenue</u>	
5691		<u>Temporary Direct Deposit Revenues</u> Amounts received from the Dept. of Elem. and Sec. Ed. representing the portion of state aid which is directly deposited into a designated trustee account for the participation in the MO Health and Educational Facilities Authority (MOHEFA) Direct Deposit Program.	Debt Service Fund
5692		<u>Other Non-Current Revenue</u> Amounts received from sources other than those identified above. (For example, in a <u>debt refunding transaction</u> (See PROCEDURE NO: PRC-523, <u>Debt Refunding for Non-Callable Bonds</u>), the amount of "new issue" would be placed here in the Debt Service Fund.)	Placed in the General or Special Revenue Fund at the discretion of the local board EXCEPT that revenue received for capital project purposes shall be placed in the Capital Projects Fund. In a <u>debt refunding transaction</u> , the amount of "new issue" would be placed in the Debt Service Fund.
5800		<u>Amounts Received from Other LEAs</u>	
5810		<u>Tuition from Other LEAs</u>	
5811		<u>Tuition from Other LEAs - Regular Term</u> Amounts received from other LEAs for the regular school term.	Placed in the General and Special Revenue Fund at the discretion of the local board.
5812		<u>Tuition from other LEAs - Summer School</u> Amounts received from other LEAs for summer school.	Placed in the General and Special Revenue Fund at the discretion of the local board.
5820		<u>Area Vocational School Fees from Other LEAs</u>	
5821		<u>Area Vocational School Fees from Other LEAs</u>	Placed in the General and Special Revenue Fund at the discretion of the local board.
5830		<u>Contracted Educational Services from Other LEAs</u>	
5831		<u>Contracted Educational Services from Other LEAs</u>	Placed in the General and Special Revenue Fund at the discretion of the local board.
5840		<u>Transportation Amounts Received from Other LEAs</u>	General Fund
5841		<u>Transportation Amounts Received from Other LEAs</u> Amounts received for interdistrict transportation of other districts' students <u>and</u> amounts received from a district serving as fiscal agent for Early Childhood Special Education (ECSE) transportation.	General Fund

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING CODES

SUBJECT: EXPENDITURE OBJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-407

<u>CLASS</u>	<u>CODE</u> <u>DETAIL</u>	<u>DESCRIPTION</u>
6461		<u>Warehouse Inventory Adjustment</u> - Expenditures which are the result of a deficit usually found in an audit or count of items held in a store or warehouse inventory. Expenditures for the purchase of these items are generally debited to General Ledger Asset Account 1311, Warehouse Inventory, and are charged to the proper appropriation as they are requisitioned. <u>Only a loss should be charged to this account.</u> If the physical inventory reflects an overage in items, the excess is debited to the appropriate general ledger asset account.
6470		<u>Food</u>
6471		<u>Food Supplies</u> - Expenditures for food items, including milk, related to School Breakfast, School Lunch, Special Milk, a la Carte Programs, and extra milk used by the kindergarten. Does not include non-food or Title I items.
6472		Not Used
6480		<u>Energy</u> - Expenditures for energy including gas, oil, gasoline, and services received from public or private utility companies.
6481		<u>Electric</u> - Expenditures for electricity services that are usually provided by public utilities. This includes those same services whether the utility company is public or private. <u>Expenditures for telephone, fax, Internet, postage machine rental and postage are not included in this group but are included in Expenditure Object 6361, Communication.</u>
6482		<u>Gas-Natural</u> - Fuel for heating purposes.
6483		<u>Gas-L.P.</u> - Liquid petroleum used for heating purposes.
6484		<u>Fuel Oil</u> - Fuel used for heating purposes.
6485		<u>Coal</u> - Coal normally used for heating.
6486		<u>Gasoline/Diesel</u> - Expenditures for gasoline/diesel purchased in bulk from a jobber or periodically from a service station.
6490		<u>Other Supplies</u>
6491		<u>Other Supplies and Materials</u> - Expenditures for all other supplies and materials not included above. Items included here would be food permits, and rent of ice cream machines.

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING CODES

SUBJECT: EXPENDITURE OBJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-407

<u>CODE</u>	<u>DESCRIPTION</u>
<u>CLASS</u>	<u>DETAIL</u>
6500	<p><u>Capital Outlay</u> - Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment. <u>Lease purchase principal and interest with intent to acquire title must be treated as Capital Outlay.</u> It is important to differentiate between Expenditure Object 6500, Capital Outlay and Function 2540, Operation and Maintenance of Plant. Capital Outlay is an expenditure object, or what is purchased. Using the multidimensional coding structure, Capital Outlay may be related to all functions and subject matter areas should it be so desired. <u>For clarification of maintenance costs see Function 2540, Operation and Maintenance of Plant, and Expenditure Object 6332, Repairs and Maintenance. For improvement costs see Function 4000, Facilities Acquisition and Construction, and Expenditure Object 6521, Buildings, or Expenditure Object 6531, Improvements Other Than Buildings.</u></p>
6510	<u>Land</u>
6511	<u>Land</u> - Expenditures for the purchase of land.
6520	<u>Buildings</u>
6521	<p><u>Buildings</u> - Expenditures for acquiring buildings and additions, either existing or to be constructed. Included are expenditures for installment or lease purchase payments (except interest) which have a terminal date and result in the acquisition of buildings including mobile units, except payments to public school housing authorities or similar agencies. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in <u>existing buildings</u> are included as well as professional fees (architect, engineer, etc.) considered as a part of a particular project. Additional expenditures include bond issuance costs on new issues through the MOHEFA Direct Deposit program when the bonds are for funding the acquisition or construction of <u>new</u> buildings or additions.</p>
6530	<u>Improvements Other Than Buildings</u>
6531	<p><u>Improvements Other Than Buildings</u> - Expenditures for the initial and additional improvement of sites and adjacent ways after acquisition by the LEA, consisting of such work as grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; initial surfacing and oil treatment of athletic fields and tennis courts; <u>furnishing and installing for the first time</u> fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not parts of building service systems; and demolition work.</p> <p>Special assessments against the LEA for capital improvements such as streets, curbs, and drains are also recorded here.</p>
6540	<u>Equipment</u>

SECTION: ACCOUNTING CODES

SUBJECT: PROJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-409

IX. Project Codes

These codes may be used as a source of fund, project or even responsibility depending upon LEA information needs. For those districts engaging in various projects, among them certain state and federal projects, this descriptor will permit the aggregation of program costs across funds. For example, the Project Code 51, Title I - ESEA, would enable the summation of salary expenditures from the Special Revenue (Teachers) Fund; supplies and equipment from the General (Incidental) Fund; and equipment from the Capital Projects Fund. Please note that in conjunction with the project code, the fiscal year code with the fund code will separate multiyear projects running concurrently in the district's fiscal year. The last two digits of the state (A) or federal (B) revenue codes, 53XX or 54XX, may be used as a source of funds. Code numbers not listed for present programs are open for new programs or for district use for other special programs.

Where a conflict arises in duplicate project codes for two different revenues in the district, the district may establish its own distinct project codes in its Chart of Accounts for reporting purposes.

A. STATE PROJECT CODES

01	Future Program
02	Future Program
03	Future Program
04	Future Program
05	Future Program
06	Future Program
07	Future Program
08	Future Program
09	Future Program
10	Future Program
11	Future Program
12	Future Program
13	Exceptional Pupil
14	Early Childhood Special Education
15	Remedial Reading
16	Gifted
17	Career Ladder
18	Free and Reduced Lunch/At-Risk
19	Future Program
20	Future Program
21	Future Program
22	Vocational/At-Risk
23	Future Program
24	Educational and Screening Program Entitlement
25	Future Program
26	Future Program
27	Future Program
28	Future Program
29	Future Program
31	Future Program
32	Vocational/Technical Aid (State)
33	Future Program

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING CODES

SUBJECT: PROJECT CODE DESCRIPTIONS

PROCEDURE NO: CDE-409

STATE PROJECT CODES, continued

34	Future Program
35	Desegregation Aid
36	Excellence in Education
37	Adult Basic Education (ABE) - State
38	Future Program
39	Future Program
41	Future Program
42	Future Program
43	Future Program
44	Future Program
45	Future Program
46	Future Program
47	Future Program
48	Future Program
49	Future Program
51	Handicapped Census
52	Video
53	Job Development, Customized Training
54	Futures Program, Job Development, Adult Basic Education (ABE)
55	Futures Program, Job Development, Early Childhood/Parents As Teachers (PAT)
56	Futures Program, Job Development, Job Training
57	Summer Child Care
58	Safe Schools Initiative Grant
59	Vocational-Technical Educational Enhancement Grant
61	New Schools Pilot Project
62	A+ Schools Grant
63	Incentives to Reduce Pupil/Teachers Ratio
64	Grants for School Technology
65	Success Leads to Success Grant
66	MO Department of Natural Resources Energy Loan
67	MO School Age Children's Health Services Grant
68	Future Program
69	Residential Placement/Excess Cost
71	Readers for the Blind
72	State Emergency Management (SEMA) Funds
73	MO Department of Conservation Landscape Grant
74	Educare Grant
75	Future Program
76	Select Teachers as Regional Resource (STARR)
77	MO Department of Natural Resources Energy Grant
78	Foreign Language Support Service Grant
79	English as a Second Language Support Service Grant
81	Extraordinary Costs - Special Education
82	Future Program
83	Future Program
84	Future Program
85	Future Program

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

SUBJECT: LOANS

PROCEDURE NO: PRC-508

VIII. Short Term Loans - Tax Anticipation Notes

Loans which are to be repaid within a one-year period are normally considered as short term loans. Such loans may be necessary to provide operating cash pending receipt of revenue.

School officials should obtain competent legal advice before entering into loan contracts since they are strictly controlled by state statutes (Section 165.131, RSMo).

<u>DATE</u>	<u>DESCRIPTION</u>	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
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General Journal entries in the fund receiving the loan:

10/20/xx	Cash in Banks	1111	\$10,000	
	Loans Payable	2121		\$10,000

To record the receipt of loan proceeds.

1/15/xx	Loans Payable	2121	\$10,000	
	Expenditures-Control			
	(Interest on Loan)	6030	\$ 150	
	Cash in Banks	1111		\$10,150

To record the repayment of the loan.

Subsidiary Ledger entry posted in the Budget Analysis Ledger would be:

<u>Function</u>	<u>Object</u>	<u>Description</u>	<u>Amount</u>
5200	6621	Interest	\$150

Under no circumstances will the receipt of the proceeds of a short term loan be added to revenue or non-revenue receipts to increase the ending fund balance during an accounting period or at the end of the fiscal year.

SECTION: ACCOUNTING PROCEDURES

SUBJECT: MISSOURI DIRECT DEPOSIT PROGRAM
(SENATE BILL 301 REDIRECT PROGRAM)

PROCEDURE NO: PRC-525

XXV. Missouri Direct Deposit Program

The Missouri Direct Deposit Program was established by Senate Bill 301 in 1995. The program is administered by the Missouri Health and Educational Facilities Authority (MOHEFA). It was designed as a credit enhancement mechanism for public school bonds by authorizing the direct deposit of a portion of a school district's state aid payments by the State of Missouri to a trustee bank that accumulates these payments and then makes the principal and interest payment to the paying agent on the bonds.

The advantages in participating in the program include:

- a. Higher rating on bonds resulting in an interest savings.
- b. Costs of issuance may be reimbursed in whole or in part. (Costs of issuance include underwriters' fees and expenses, attorneys' fees, printing, paying agent fees, registration with state auditor, rating agency fees, and other similar costs. It includes the cost of obtaining bond insurance, subject to the requirement that the interest savings must exceed the cost of obtaining such insurance.)

The following types of bonds are eligible for this program:

- a. Bonds to finance construction or renovation projects approved by the voters after January 1, 1995.
- b. Bonds issued to refinance construction or renovation projects.
- c. Bonds issued to refinance lease purchase obligations.

A participating district is required to levy the full amount in the Debt Service Fund to meet the principal and interest payments on the bonds as they come due. The district will be authorized to transfer from the Debt Service Fund to the operating funds where the state aid would otherwise have been deposited for an amount equal to the amount directly deposited to the trustee.

SENATE BILL 301 JOURNAL ENTRIES

The following are accounting procedures for direct deposit of state aid moneys to a direct deposit trustee to pay general obligation bonds in accordance with Senate Bill 301 (Sections 160.534, 164.303, 165.091, 166.275, 166.300, 360.015, 360.106, and 360.111 - 360.118, RSMo). Although directly deposited with a trustee, the district continues to be the legal owner of the funds. The district must ensure that the recording allows the direct deposit moneys to eventually be credited to the correct fund to enable proper reporting of state aid (Basic Formula money or other moneys if so diverted) in the General (Incidental) and Special Revenue (Teachers) Funds, where it will be reflected on the Annual Secretary of the Board Report and compared with the DESE payment file. Journal entries are also included to account for the payment of principal, interest, and fees, and to record any interest income earned on the direct deposit account.

PROCEDURE A - Recording Monthly State Aid Payment

Assumptions:

1. District receives \$1,000,000/month in state foundation aid
2. Principal and interest escrow is \$24,000/month and is directly deposited to a trustee

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

**SUBJECT: MISSOURI DIRECT DEPOSIT PROGRAM
(SENATE BILL 301 REDIRECT PROGRAM)**

PROCEDURE NO: PRC-525

The following two journal entries are to record the monthly state aid payment of \$1,000,000. The \$976,000 (\$1,000,000 - 24,000) received from DESE is recorded as usual in the General (Incidental) Fund while the \$24,000 is recorded as an escrowed cash receipt in the district's Debt Service Fund (the \$24,000 is actually directly deposited to and held by a trustee and is not received by the district).

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>General (Incidental) Fund</u>			
Cash in Banks	1111	976,000	
Revenues (state aid)	5311*		976,000
<u>Debt Service Fund</u>			
Escrowed Cash	1151	24,000	
Temporary Direct Deposit Revenues	5691		24,000

* Refer to the revenue transmittal sheet received with the monthly payment for additional state revenue codes that may be reduced to account for the entire amount of funds diverted.

The following two journal entries are to record the \$24,000 payment from the Debt Service Fund regular cash account 1111 (district Debt Service Fund bank account) to the General (Incidental) Fund to reflect the remaining portion of the state aid in the General (Incidental) Fund under revenue code 5311. This entry effectively reverses the revenue recorded earlier in the Debt Service Fund to eliminate double recording of the \$24,000 state aid revenues in both the Debt Service Fund and the General (Incidental) Fund.

Since the Debt Service Fund is required by statute to be in a separate bank account, the district will be required to institute a banking transfer from the Debt Service Fund bank account to the account containing the General (Incidental) Fund at this time for the \$24,000. The following journal entries should be made when these transfers actually occur. It would be beneficial for the district to initiate and record these transfers on a monthly basis; therefore avoiding any confusion regarding the transfer of interest earned on these moneys (Option #1). However, if the school district will incur a deficit fund balance in the Debt Service Fund, then the school district would only transfer moneys when the funds are available. If all moneys are not available to be transferred to the General (Incidental) Fund then a liability will need to be established (Option #2). See related journal entries below.

Option #1 - Example assumes that the Debt Service Fund has a sufficient balance to make the transfer.

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>General (Incidental) Fund</u>			
Cash in Banks	1111	24,000	
Revenues (state aid)	5311*		24,000

(Entry continued on the next page.)

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

SUBJECT: MISSOURI DIRECT DEPOSIT PROGRAM
(SENATE BILL 301 REDIRECT PROGRAM)

PROCEDURE NO: PRC-525

Debt Service Fund

Temporary Direct Deposit Revenues	5691	24,000	
Cash in Banks	1111		24,000

Option #2 - Example assumes that the Debt Service Fund only has a balance of \$17,000.

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>General (Incidental) Fund</u>			
Cash in Banks	1111	17,000	
Due From Debt Service Fund	1296	7,000	
Revenues (state aid)	5311		24,000

Debt Service Fund

Temporary Direct Deposit Revenues	5691	24,000	
Due to General (<u>Incidental</u>) Fund	2182		7,000
Cash in Banks	1111		17,000

PROCEDURE B - Recording Semi-Annual Payment of Principal, Interest, and Fees

Bond payments are due March 1 and September 1. Payment is made by the direct deposit trustee to the paying agent from the escrowed cash (recorded in the Debt Service Fund although physically held by the direct deposit trustee). When the payment is made, the district reduces the amount in the escrowed Debt Service balance by the amount of the payment to reflect the payment on the district's books. The following journal entry reflects the payment made after six months, by the direct deposit trustee, of the principal, interest, and agent fees, if any.

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>Debt Service Fund</u>			
Principal Reduction	5111-6611	130,000	
Interest Expense	5211-6621	11,500	
(Agent) Fees	5311-6631	2,500	
Escrowed Cash	1151		144,000

PROCEDURE C - Recording Interest Earned on Direct Deposit Account

Moneys placed in direct deposit with the trustee *may* be placed in an interest bearing account by the trustee. The school district *shall* receive the earnings, or a credit for such earnings, for any amounts invested which are attributable to the district. The district would need to make one of the following entries to record the interest in the Debt Service Fund.

To record interest income of \$8,250 received on the direct deposit moneys held by the trustee. (This entry would be made if the trustee actually made a payment to the district and the money would be deposited into the Debt Service Fund bank account.)

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

SUBJECT: MISSOURI DIRECT DEPOSIT PROGRAM
(SENATE BILL 301 REDIRECT PROGRAM)

PROCEDURE NO: PRC-525

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>Debt Service Fund</u>			
Cash in Banks	1111	8,250	
Earnings from Temporary Deposits	5141		8,250

To record interest income of \$8,250 earned on direct deposit moneys. (In this instance interest is credited to the district's trustee direct deposit account as opposed to a payment actually being made to the district.)

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>Debt Service Fund</u>			
Escrowed Cash	1151	8,250	
Earnings from Temporary Deposits	5141		8,250

PROCEDURE D - Recording of Issuance Costs

Reimbursement of issuance costs:

The district should record the expenditures incurred with issuance costs when they occur in either the General (Incidental) Fund using the 6600 series of object codes or the Capital Projects Fund using the 6500 series of object codes. Assuming that the reimbursement of those costs by the MOHEFA will be made in the year following the expenditure, the reimbursement will be recorded as a Prior Period Adjustment (Revenue Code 5195). If the reimbursement is in the same year as the expenditure, then reverse the original expenditure journal entry. Districts involved in a refunding of prior debt may not receive a 100 percent reimbursement of issuance costs.

There are two bonded debt situations which may occur. One is to refund prior debt in order to receive a better/enhanced interest rate on the bonds issued. The other situation is to issue new debt in order to finance capital projects. Due to the different nature of the two situations, the related accounting procedures and journal entries have been documented below.

Situation 1: The following entry would be made initially to record payment of issuance costs in the *General (Incidental) Fund* when the district is involved in the refunding of debt:

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>General (Incidental) Fund</u>			
Bond Issuance Costs	5310-6631	9,000	
Cash in Banks	1111		9,000

Situation 2: The following entry would be made initially to record payment of issuance costs in the *Capital Projects Fund* when the district is involved in a new issue of debt with plans for the moneys to be used for capital projects:

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: ACCOUNTING PROCEDURES

SUBJECT: MISSOURI DIRECT DEPOSIT PROGRAM
(SENATE BILL 301 REDIRECT PROGRAM)

PROCEDURE NO: PRC-525

Capital Projects Fund

Bond Issuance Costs	4030-6521	9,000	
Cash in Banks	1111		9,000

Since the reimbursement from the MOHEFA for all or a portion of these issuance costs will be received in the year following the expenditure, the following entry would be made for the actual amount of reimbursement received.

	<u>A/C NO.</u>	<u>DEBIT</u>	<u>CREDIT</u>
<u>General (Incidental) Fund</u>			
Cash in Banks	1111	9,000	
Prior Period Adjustment	5195		9,000

OR

Capital Projects Fund

Cash in Banks	1111	9,000	
Prior Period Adjustment	5195		9,000

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: APPENDIX A

SUBJECT: GLOSSARY

REAL ESTATE - Land, improvements to site, and buildings; real property. (VII)

REBATES - Abatements or refunds. (II)

RECEIPTS - This term means cash received. See Revenue.

RECEIVING AND DISBURSING - Accepting and paying out funds. It includes the current audit of receipts, the preaudit or requisitions or purchase orders before the order is placed to determine whether the amounts are within the budgetary allowances, and to determine that such disbursements are lawful expenditures of the LEA.

RECORD MANAGEMENT - Establishing and maintaining an adequate and efficient system for controlling the records of the LEA.

RECORDS - A collection of information which is prepared by a person, unit, or organization for the use of that person, unit, or organization. (VII)

RECRUITMENT AND PLACEMENT - Employing and assigning personnel for the LEA.

REDEMPTION OF PRINCIPAL - Expenditures from current funds to retire serial bonds, long-term loans of more than five years, and short-term loans of less than five years.

REFUND - A return of an overpayment or overcollection. The return may be either in the form of cash or a credit to an account. (II R)

REFUNDING BONDS - Bonds issued to pay off outstanding bonds. (See PROCEDURE NO: PRC-522, Debt Refunding for Non-Callable Bonds). (II)

REFUND OF PRIOR YEAR'S EXPENDITURES - Revenue coming from a refund of an expenditure made to a prior fiscal year's budget. A refund of an expenditure made in the same fiscal year's budget may be recorded in the appropriate expenditure account as a reduction of the expenditure.

REGISTER - A record for the consecutive entry of a certain class of events, documents, or transactions, with a proper notation of all of the required particulars. The form of register for accounting purposes varies from a one column to a multicolumnar sheet of special design whereon the entries are distributed, summarized, and aggregated usually for convenient posting to the accounts. (II)

REGULAR DAY SCHOOL TRANSPORTATION - Transportation of pupils attending regular day school. Separate accounts must be maintained for transportation fees received from patrons and for transportation fees received from other LEAs.

REGULAR DAY SCHOOL TUITION - Tuition for nonresident pupils attending the regular day schools in the LEA. Separate accounts must be maintained for tuition received from patrons and for tuition received from other LEAs.

REGULAR SALARIES - Full-time, part-time, and prorated portions of the gross salary costs for work performed by employees of the LEA who are considered to be in positions of a permanent nature.

REIMBURSEMENT - The return of an overpayment or overcollection in cash. (II R)

RELATED SERVICES - Support services provided to targeted students or groups of students to help them benefit from education.

SECTION: APPENDIX A

SUBJECT: GLOSSARY

REMODELING - Any major permanent structural improvement to a building. It includes changes of partitions, roof structure, or walls. Repairs are not included here but are included under maintenance. (III)

RENTALS RECEIVED - Money received from the rental of school property, real or personal. It does not include rental from real property held for income purposes; this revenue is recorded under the account Earnings on Investments. Separate accounts may be maintained for real property, textbooks, equipment, lockers, towels, and other.

RENTALS EXPENDED - Expenditures for the lease or rental of land, buildings, and equipment for the temporary or long-range use of the LEA. This includes bus and other vehicle rental when operated by LEA personnel, lease of data processing equipment, mobile classrooms, and similar rental agreements when there is no intent to acquire title. Be aware of the Missouri statutory distinction between lease or rental (with no intent to take title) and lease purchase where title will be conveyed to the district at some point. Rental expenditures are paid from the General (Incidental) Fund. Lease purchase expenditures with conveyance of title to the district must be paid from the Capital Projects Fund. Section 177.088, RSMo, requires DESE to reduce basic formula amounts to a district in an amount equal to the amount expended from the General (Incidental) Fund for real property in which title is eventually conveyed to the district. Costs for single agreements covering equipment as well as operators are not charged here, but are recorded elsewhere under Purchased Services. See Transportation, Printing and Binding, Public Utility Services, Repairs and Maintenance Services.

REPAIRS - The restoration of a given piece of equipment, of a given building, or of grounds to original condition of completeness or efficiency from a worn, damaged, or deteriorated condition. See also Maintenance of Plant. (III)

REPAIRS AND MAINTENANCE SERVICE - Repairs and maintenance services not provided directly by LEA personnel. This includes contracts and agreements covering the upkeep of grounds, buildings, and equipment. Costs for new construction, renovating and remodeling are not charged here, but are recorded under Capital Outlay.

REPLACEMENT OF EQUIPMENT - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped, or written off the record, and serving the same purpose as the replaced unit in the same way. (III)

REPORTS - A collection of information which is prepared by a person, unit, or organization for the use of some other person, unit, or organization.

REQUISITION - A written request to a purchasing officer for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official (usually the purchasing officer) to a vendor. (II R)

RESEARCH - Systematic study and investigation in some field of knowledge, undertaken to establish facts or principles. (VII)

RESEARCH, PLANNING, DEVELOPMENT, AND EVALUATION - The activities involved with research, planning, development, and evaluation functions for the LEA.

RESERVE - An amount set aside for some specified purpose. (II R)

RESERVE FOR A (SPECIAL PURPOSES) - A reserve which represents the segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserve are tied up for the named special purpose.

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: APPENDIX B-4

SUBJECT: REVENUE OBJECT CODE LISTING

<u>CLASS</u>	<u>CODE</u>	<u>DETAIL</u>	<u>TITLE</u>
	5365		Success Leads to Success Grants
	5366		MO Department of Natural Resources (DNR) Energy Loans
	5367		MO School Age Children's Health Services Grant
	5369		Residential Placement/Excess Cost
	5371		Readers for the Blind
	5372		State Emergency Management Agency (SEMA) Funds
	5373		MO Department of Conservation Landscape Grant
	5374		Educare Grant
	5376		Select Teachers As Regional Resource (STARR)
	5377		MO Department of Natural Resources (DNR) Energy Grant
	5378		Foreign Language Support Service Grant
	5379		English as a Second Language Support Service Grant
	5381		Extraordinary Costs Special Education
	5397		Other State Revenue
5400			Revenue From Federal Sources
	5410-19		Grants-In-Aid - Unrestricted, Direct
	5411		Impact Aid
	5412		Medicaid
	5413		Federal Disaster Assistance
	5416		Federal Housing
	5417		Federal Flood Counseling
	5418		Reserve Officer Training Corps (ROTC)
	5420-59		Grants-in-Aid - Restricted, Federal through State
	5421		Special Vocational Projects/Other
	5424		Vocational Education Act, Title II, Part B, Single Parent Homemakers
	5425		Vocational Education Act, Title II, Part B, Sex Equity
	5427		Vocational Education Act, Title II, Part C, Basic Grant
	5429		Vocational Education Act, Title III, Part B, Consumer Homemaking
	5431		Vocational Education Act, Title III, Part E, Tech Prep Program
	5435		Job Training Partnership Act (JTPA)
	5436		Adult Basic Education (ABE) - Federal
	5441		Individuals with Disabilities Act (IDEA)
	5442		Early Childhood Special Education - Federal
	5445		School Lunch Program

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: APPENDIX B-4

SUBJECT: REVENUE OBJECT CODE LISTING

<u>CLASS</u>	<u>CODE</u>	<u>DETAIL</u>	<u>TITLE</u>
	5446		School Breakfast Program
	5447		Special Milk Program
	5451		Title I - Elementary and Secondary Education Amendments of 1965 (ESEA)
	5452		Title I - ESEA, Migrant
	5455		Title VI - ESEA, Innovative Education Programs
	5456		Goals 2000, Title IV, LIFT Grant
	5457		Goals 2000, Educate America Act, Title III, Systemic Improvement Grant
	5458		Goals 2000, Teacher Preservice and Professional Development Grant
5460-79			Other Federal Restricted, Through the State
	5461		Title IV - ESEA, Safe and Drug Free Schools and Communities
	5462		Emergency Immigrant Education
	5463		Education for Homeless Children and Youth
	5464		Foreign Language Assistance Program
	5465		Title II - ESEA, Eisenhower Professional Development
	5466		Technology Literacy Challenge Fund (TLCF) Grant
	5467		Dependent Care Grant
	5468		Futures Program, Job Development, Adult Basic Education (ABE)
	5469		Futures Program, Job Development, Early Childhood/Parents as Teachers
	5471		Futures Program, Job Development, Job Training
	5472		Child Care Development Fund Grant
	5473		National and Community Service Trust Act of 1993
	5474		School to Work Grant
	5475		AIDS Education Grant
	5476		Even Start Family Literacy
	5477		Federal Emergency Management Agency (FEMA) Funds
	5478		Vocational Rehabilitation
	5479		English as a Second Language (ESL)/Bilingual
5480-89			Other Grants-In-Aid-Restricted, Federal
	5481		Summer Food Service Program
	5482		Job Training Partnership Act (JTPA)
	5483		Headstart
	5484		Pell Grants
	5485		Desegregation Aid

MISSOURI FINANCIAL ACCOUNTING MANUAL

SECTION: APPENDIX B-4

SUBJECT: REVENUE OBJECT CODE LISTING

<u>CLASS</u>	<u>CODE</u>	<u>DETAIL</u>	<u>TITLE</u>
		5486	Impact Aid, Restricted Purpose
		5488	Goals 2000, Educate America Act, Title VII, Safe Schools
		5489	Facilities Infrastructure Improvement Grant
		5492	Technology Literacy Challenge Grant
		5497	Other Federal Revenue
5500			Noncash - Revenue from Federal Sources
	5510		Donated Commodities
5600			Non-Current Revenue
	5610		Sale of Bonds
		5611	Sale of Bonds
		5612	Premium on Bonds Sold
	5630*		Insurance
		5631	Net Insurance Recovery
	5640*		Sale of School Buses
		5641	Sale of School Buses
	5650		Sale of Other Property
		5651	Sale of Other Property
	5690		Other Non-Current Revenue
		5691	Temporary Direct Deposit Revenues
5800			Amounts Received from Other LEAs
	5810		Tuition from Other LEAs
	5820		Area Vocational School Fees from Other LEAs
	5830		Contracted Educational Services from Other LEAs
	5840		Transportation Amounts Received from Other LEAs